

# **CAREER OPPORTUNITY**

## ***Announcement No. 02-04***

*United States Bankruptcy Court  
Western District of Wisconsin*

### **PROCUREMENT/PROPERTY & TRAVEL COORDINATOR**

**Classification/Salary: CL-26 - \$32,952-53,615**

Depending upon qualifications and experience

The United States Bankruptcy Court is seeking qualified applicants for a full-time position in the Bankruptcy Clerk's Office in Madison, Wisconsin. The Procurement/Property & Travel Coordinator will provide support to financial operations, procures supplies and equipment, and coordinates all aspects of court travel for the court and serves as back-up to the Financial Administrator.

#### **Primary Responsibilities**

- Counts and reconciles daily receipts and prepares deposits
- Maintains an inventory of supplies and orders supplies and equipment
- Contracts for maintenance and repair of equipment
- Reconciles monthly reports and prepares vouchers for payment
- Receives, reviews, edits and processes travel requests from staff
- Coordinates and conducts training sessions on travel regulations and policies

#### **Qualifications/ Requirements**

Experience with purchasing and financial procedures. Excellent verbal and written communication skills and customer service skills. Highly skilled in computer usage; experience with spreadsheets, data entry of purchase orders and comfortable in a computerized procurement environment. Familiarity with bankruptcy procedures, CM-ECF, travel procedures and regulations, and government standards are not required but is a plus.

To qualify for this position, the individual must be a high school graduate or the equivalent, have two years general experience and a minimum of three years of specialized experience (financial/ bookkeeping/cashiering), including at least one year equivalent work at the CL-25 level.

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year equals nine months of experience.

A full background records check will be initiated prior to final job offer.

## **Benefits**

- 10 paid holidays
- Paid vacation and sick leave
- Optional medical coverage
- Optional life insurance
- Flexible spending accounts
- Long-term care insurance options
- Federal employees retirement

## **Information for Applicants**

The Judiciary, is an independent branch of government, has its own personnel system. Employees of the U.S. Bankruptcy Court are considered "at will" employees and are not covered by the Civil Service classification system.

Performance assessments will be made every 6 months through the Developmental Range.

This position is subject to mandatory Electronic Funds Transfer (direct deposit) for payment of net pay.

The Court cannot reimburse travel expenses for interviews or relocation. Interviews can be held via video conference.

Applicants must submit a cover letter and current resume to:

**Human Resources  
U. S. Bankruptcy Court  
120 N. Henry Street  
PO Box 548  
Madison, WI 53701  
Fax: 608/264-5030**

**APPLICATION DEADLINE: Friday, June 7, 2002**

***The United States Bankruptcy Court is an Equal Opportunity Employer***

This agency provides reasonable accommodations to applicants with disabilities. If you need an accommodation for any part of the application and hiring process, please notify us at 608/264-5178. The decision on granting reasonable accommodation will be on a case-by-case basis.